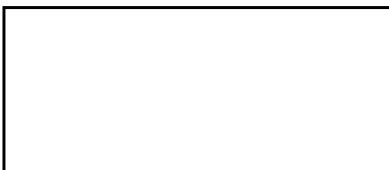




October 19, 1954




A recent audit of your travel account reveals that there is a balance due the U. S. Government for funds advanced to you in 1953 and 1954 in the sum of \$193.75.

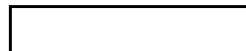
This is summarized as follows:

Advance for travel to station	\$125.00
Advance for return from station	<u>60.00</u>
	\$205.00
Less expense account approved	11.25
for travel to the field	
Balance Due	<u>\$193.75</u>

It would be appreciated if this amount could be cleared from the record as soon as possible. There is no record of a voucher having been submitted for your return trip. If you had any expenses, would you please submit them at once for credit to your account. Any balance over and above any claim you may have approved should be repaid in full.

Would you please write to me at the above address and inform me how you wish this matter handled. If there is to be no claim, then it is requested that you send me your personal check for the \$193.75, made payable to 

Very truly yours,



FD:BSE:daw